



# Kronos Time & Attendance System

# Kronos

- What is Kronos
- Kronos Benefits & Features
- Meet the Project Team
- Who will use the system?
- How to access Kronos

# What is Kronos?

- Kronos is an automated workforce management system that accurately tracks employee time, streamlines the payroll process, and gives employees a view of their time and leave information.

# Kronos Benefits & Features

- Accuracy
  - Payroll hours
  - Accrual Balances
- Consistency
  - City-wide work policies are automatic



# Meet the Project Team

- Jurea Berger – Human Resources
- Candy Broughman – Finance
- Linda Long – Information Technology
- Timothy Nedd – Human Resources
- Lois Steeb – Human Resources

# How to access Kronos

- Time clocks
  - Current Locations:
    - Public Safety Building, Ft. Monroe Field House, Firing Range, HPD Public Works Operations
    - Melrose Building (YEFS), Social Services
    - City Hall (9<sup>th</sup> floor)
    - Courthouses (Circuit, General District, and JDR)

# How to access Kronos (continued)

- Computers
  - Uses network sign on
- Smart phones
  - Must have the Kronos mobile application

# Who will use the system?

- All City employees will use the Kronos system, but not all in the same way.
  - Only non-exempt employees will clock in & out.



# Agenda

- Employee Session:
  - Clocking in/out
  - Approving Your Timecard
  - Requesting Leave
- Break
- Supervisor Session:
  - Approving Leave
  - Resolving Exceptions
  - Approving Timecards
  - Scheduling
  - Coming soon!

# More information / Updates

- Kronos Webpage
  - [www.hampton.gov](http://www.hampton.gov) – Employee Connection – Kronos
  - Links, Videos, Powerpoint presentations, etc.
- Kronos Help Desk
  - By e-mail or by phone

# Accessing Kronos

Browser address bar: <https://kronos.hampton.gov/wfc/navigator/login>

Browser tabs: User List, IT360, Kronos Workforce Cent...

Browser menu: File Edit View Favorites Tools Help

Browser toolbar: Home, Back, Forward, Stop, Reload, Print, Page, Safety, Tools, Help



Workforce Central<sup>®</sup> Version 7.0.7

User Name

Password





KAREN ALBA  
Sign Out



Workspaces



Manager Workspace

Reconcile Timecard

RECONCILE TIMECARD

Last Refreshed: 5:35PM

Show

All Home

Edit

Time Period

Current Pay Period

Refresh

Actions Schedule

Manager Approval	Name 1 /	Department	Unexcused Absence	Missed In-Pun...	Early In	Late In	Early Out	Late Out	Unsched Hours	Totals Up To Date
	BAIRD, PATRICK J	POLICE								✓
	CROUCH, CURTIS	POLICE								✓
	PEEK, NAKIA C	POLICE								✓

Request Manager

Last Refreshed 5:35PM

Time Period Current Schedule Pe.

Time-Off 0

Exceptions

Time Period Current Pay Period

Show All Home

By Exception

By Name

Signoff	0
Punches	0
Breaks	0
Excused Absen...	1

Quick Links

- Inbox
- Reconcile Timecard
- Pay Period Close
- Reports
- QuickFind
- Count All WTK Exceptions
- Approvals Summary
- Approve Timecards

Reconcile Timecard